



FSK20113: Certificate II in Skills for Work and Vocational Pathways

INCORPORATING THE BOUNCE PROGRAM

This 6 week accredited course is designed to enhance your personal and professional skills, identify your career or training pathway, and provide tips and techniques in identifying jobs that best suit you.

During this course, you will set personal and vocational goals and learn about the steps involved in career planning. Develop your time management, problem-solving and workplace communication skills and come out with greater confidence, self-awareness and motivation to look to for work.

During this course, you will:

- Explore strategies to assist in overcoming limiting beliefs
- Set goals for personal and work purposes
- Learn about employer and employee expectations
- Learn about what makes a good resume and cover letter
- Develop effective interview and job-seeking skills
- Read and complete basic workplace documents and forms
- Read and understand workplace signs and symbols
- Gain increase self-confidence in approaching employers and applying for jobs

In consultation with our students, we will provide a training and support plan that demonstrates how the course is delivered and how the outcomes will be achieved.

Enrolment link	https://bit.ly/2WHf8tH
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ELIGIBILITY FOR FUNDING

For students who are eligible to access funding through the Certificate 3 Guarantee program, students must provide evidence that they are:

- Interview with an Angus Knight Institute representative to confirm your eligibility
- Over the age of 15 and not currently enrolled at secondary school
- Having a current residential address in Queensland
- Be an Australian or New Zealand Citizen, an Australian Permanent Resident (including humanitarian entrant), a temporary resident with necessary work and visa permits on the pathway to permanent residency.
- not hold, and not be enrolled in, a certificate III or higher-level qualification, not including qualifications completed at school and foundation skills training

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UNIT CODE	UNIT TITLE	NOMINAL HRS
FSKDIG03	Use digital technology for routine workplace tasks	15
FSKOCM07	Interact effectively with others at work	10
FSKLRG09	Use strategies to respond to routine workplace problems	15
FSKLRG11	Use routine strategies for work- related learning	10
FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work	15
FSKNUM15	Estimate, measure and calculate routine metric measurements for work	10
FSKRDG10	Read and respond to routine workplace information	15
FSKWTG09	Write routine workplace texts	15
Electives		
BSBWHS201	Contribute to safety of self and others	20
FSKOCM04	Use oral communication skills to participate in workplace meetings	10
FSKLRG07	Use strategies to identify job opportunities	20
FSKLRG01	Prepare to participate in a learning environment	10
FSKNUM20	Use basic functions of a calculator	10
BSBWOR203	Work effectively with others	15

On completion, you will be eligible to receive a statement of attainment with the units completed.

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